

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA # 22-039	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER 192-403-4801-005	
DIVISION/UNIT Fiscal and Business Services		CLASS TITLE Staff Services Manager II	

You are a valued member of the Commission on Teacher Credentialing (Commission). You are expected to work cooperatively with all employees, our customers and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of the Director of Administrative Services, the incumbent is responsible for the supervision and management of all activities related to the Fiscal and Business Services (FBS) department and serves as the fiscal and accounting officer for the Commission.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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ESSENTIAL FUNCTIONS

Manages the daily operations of the FBS staff to ensure high quality and timely work product. Ensure the appropriate separation of duties, delegation of assignments, and compliance with all Commission policies and state requirements. Manage and oversee the following areas of responsibility:

- Accounting – Oversee the Commission's accounting, cashiering, and payment operations and ensure revenue and expenditure reconciliations between the Commission's internal systems and Department of General Services (DGS), Contracted Fiscal Services (CFS) records are completed monthly and differences are resolved in a timely manner. Analyzes data in FI\$CAL to ensure expenditures are recorded properly and recorded appropriately by the State Controller's Office (SCO). Oversee the preparation of year-end accrual documents used by CFS to complete the annual year-end financial statements.
- Procurement/Contracts – Oversee staff responsible for the execution and maintenance of purchase orders and contracts for goods and services. Ensure that all contracts, interagency agreements, and purchase orders are awarded in accordance with the rules and procedures of the Public Contract Code, the State Contracting Manual and State Administrative Manual. Provide technical assistance to Commission staff on the more complex procurement policies and procedures including Non-Competitive Bid and Advertising Exemption approval processes, Request for Bid, Invitation for Bid, and Request for Application, Intent to Award, Commission approval requirements, and DGS' Office of Legal Services requirements.

30%

15%

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20%	<ul style="list-style-type: none">• Management Reporting and Forecasting – Oversee the development of monthly manager revenue and expenditure reports, maintain overall agency revenue projections and fund condition statements. Develop and maintain reliable methodologies for forecasting and monitoring monthly and annual revenue, expenditures and fund balances. Collect, interpret, and analyze expenditure and revenue data on a regular basis to establish trends and identify problems. Prepare special reports as needed by collecting, analyzing, and summarizing fiscal information and trends. Coordinate the Commission's response to legislative mandated reporting and external reports as required by law.
15%	<ul style="list-style-type: none">• Facilities and Business Services - Oversee staff responsible for all aspects of facility maintenance, space utilization, building security, mail shipping, receiving and delivery, carrier services, and records retention. Ensure operation of equipment by establishing preventative maintenance requirements and service contracts. Maintain property records and inventories.
15%	<ul style="list-style-type: none">• The incumbent will work with the Administrative Services Director to oversee the development and implementation of the Governor's Budget for the Commission. They will work with the Director and senior management to identify resource needs and assist in the development of Budget Change Proposals as needed. They will ensure the timely submission of reports and budget drills to the Department of Finance (DOF). Provide regular reports to senior management relative to the Commission's budget and financial status. Develop preliminary division budgets by July 15 of each year. Communicate monthly with all agency division leadership regarding current budget status specific to their division. Provide updated budget allocation information as needed to reflect adjustments to the Commission's appropriation made by the DOF. Provide technical assistance to division directors as needed to help manage division budgets.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Perform other related professional assignments consistent with the goals and objectives of the programs to which management is assigned, and with the mission of the Commission.</p>

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

Ability to:

- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

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DESIRABLE QUALIFICATIONS

- Ability to manage multiple tasks and processes simultaneously.
- Strong analytical skills; ability to collect and analyze data, identify trends.
- Ability to quickly and proficiently adapt to changing fiscal systems.
- Strong writing skills – the ability to provide complex information with clarity. The ability to provide effective and succinct written analysis of complex problems.
- Strong communication skills. Provides accurate, timely, and relevant budget information as needed.
- Proficiency in complex spreadsheet design and relational database systems.
- Working knowledge of Governmental Accounting and Budgeting.
- Commitment to performing duties in a service-oriented manner.
- Ability to provide effective supervision of staff and management operations.
- Ability to maintain a work environment free from discrimination and sexual harassment.
- Contributes to team effort by accomplishing related results as needed.

SPECIAL PERSONAL CHARACTERISTICS

- Demonstrate ability to act independently, with open-mindedness, flexibility, and tact.
- Superior customer service-oriented attitude.
- Understanding of department-level Accounting and Budgets.
- Ability to clearly articulate highly complex fiscal concepts.
- Attention to detail.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Requires prolonged sitting, use of telephone and terminals, frequent contact with employees and some public contact.
- Drive state-owned vehicle. Must have valid driver's license. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in cubical workstations.
- Requires mobility to various areas of the Commission and work business hours of 8:00 a.m. to 5:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel.
- On Commission meeting days, the incumbent may be required to work on-site, and may be required to work outside of regular work hours to ensure the building is adequately locked and secure at the conclusion of Commission business.

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

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- The incumbent has contact with Commission staff, management, control agencies, and other state agency personnel offices.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

- The incumbent serves as the agency's fiscal SME, and as such, holds a high level of responsibility. Actions of the incumbent have agency-wide repercussions and therefore there is a high consequence of error.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE